DEDICATION

This handbook is dedicated to all those staff members who through activities so willingly give their time and effort to the education of the youth of our district. As educators no task is as important as the one we strive to carry out each day.

"Chase Perfection, Catch Excellence"

Updated 12/29/2025

SOUTHEAST POLK COMMUNITY SCHOOL DISTRICT
COACHES/DIRECTORS
ACTIVITY HANDBOOK

It is the policy of the Southeast Polk Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact, Joseph M. Horton, Deputy Superintendent, Affirmative Action Coordinator, Equity Coordinator and Title IX Coordinator, Southeast Polk District Office, 8031 NE University Ave, IA 50327, (515) 967-4294, joseph.horton@southeastpolk.org. Inquiries or grievances may also be directed to the Iowa Civil Rights Commission, Des Moines, IA, 50319-0201, (515) 281-4121; or the U.S. Department of Education, Region VII Office of Civil Rights, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604.

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Introduction

This handbook outlines and explains the policies and procedures established by the state, conference, and local school district in administering and carrying out an effective and functional activities program at Southeast Polk Community Schools.

It is also the intent of this handbook to assist new coaches and directors by providing a resource guide to understanding their duties and responsibilities, as well as the policies and procedures under which they must operate.

Below are listed the activities approved for interscholastic competition and co-curricular activities in our district. No others are authorized under the name or directorship of the school district.

Athletic Activities:

Fall

- Boys Golf: Varsity, Jr. Varsity, Freshmen, Junior High
- Cross Country Boys/Girls: Varsity, Jr. Varsity, Junior High
- Football: Varsity, Jr. Varsity, Sophomores, Freshmen, Junior High
- Girls Swimming & Diving: Varsity, Jr. Varsity
- Tennis Girls: Varsity, Jr. Varsity
- Volleyball: Varsity, Jr. Varsity, Sophomore, Freshmen, Junior High

Winter

- Basketball Boys/Girls: Varsity, Jr. Varsity, Sophomore, Freshmen, Junior High
- Wrestling Boys/Girls: Varsity, Jr. Varsity, Junior High
- Boys Swimming: Varsity, Jr. Varsity, Junior High
- Girls Swimming: Junior High
- Bowling Boys/Girls: Varsity, Jr. Varsity

Spring

- Track Boys/Girls: Varsity, Jr. Varsity, Freshmen, Junior High
- Tennis Boys: Varsity, Jr. Varsity
- Girls Golf: Varsity, Jr. Varsity, Junior High
- Soccer Boys/Girls: Varsity, Jr. Varsity, Freshmen

Summer

- Baseball: Varsity, Jr. Varsity, Sophomore, Freshmen
- Softball: Varsity, Jr. Varsity, Freshmen, Junior High

Non-Seasonal Activities

Ambassadors	History Day Club	RhythAMetteS
Antique Auto Club	Honor Band	Robotics Club
Best Buddies	Interact Club	Science Club
Cheerleading	Jazz Band	Show Choir
Culture Club	Key Club	Ski & Snowboard Club
Debate	Leo Club	Skills USA
DECA	Marching Band	Spanish Club
Drama	Musical	Special Olympics
Environmental Science Club	National Honor Society	Speech
FCA	Pep Band	Student Council
FCCLA	Prom Committee	Wind Ensemble
FFA	Rampage	Yearbook
GSA	Rams Tech Crew	

Activities Department Philosophy

The philosophy of the Southeast Polk Community School District's Activities Department is to offer a variety of well-planned and coordinated activities to as many students as possible within the limitations of available facilities, personnel, and financial support. The program is committed to developing the highest type of integrity, fostering proper attitudes toward competition and performance, and providing every student the opportunity to attain a positive self-image and feeling of success. The department believes in respecting the rights and feelings of all participants, whether representing Southeast Polk or other schools. Participation in activities not only provides tangible rewards, but intrinsic values such as self-discipline, cooperation, self-esteem, respect for authority, and the quest for excellence through group and individual effort.

As part of the educational process, the department is interested in total student development combining participation with competitive activity to satisfy a portion of the total educational program. The department is committed to operate within the guidelines established by the Department of Public Instruction, Iowa High School Athletic Association, Iowa Girls High School Athletic Union, the Department of Education, the Iowa High School Unified Activities Association, Central Iowa Metropolitan League (CIML), and the Southeast Polk Community School District's Board of Education.

Notice of Nondiscrimination

NON-DISCRIMINATION POLICY

It is the policy of the Southeast Polk Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment),

marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact, Joseph M. Horton, Associate Superintendent, Affirmative Action Coordinator, Equity Coordinator and Title IX Coordinator, Southeast Polk District Office, 8031 NE University Ave, Pleasant Hill, IA 50327, (515) 967-4294, joseph.horton@southeastpolk.org. Inquiries or grievances may also be directed to the Iowa Civil Rights Commission, Des Moines, IA, 50319-0201, (515) 281-4121; or the U.S. Department of Education, Region VII Office of Civil Rights, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604.

Activities Department Mission Statement

The mission of the Southeast Polk Activities Department is to engage all students in learning a challenging activities curriculum delivered through quality instruction. The activities program should be an integral part of the comprehensive high school education.

All Southeast Polk Activities participants will:

1. As a product of their experience, be able to cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world.
2. Demonstrate high ideals of integrity and sportsmanship in all human relationships.
3. Practice good citizenship, adhering to rules and, thereby, learn respect for the rights of others.
4. Practice self-discipline and emotional maturity in learning to make decisions under pressure.
5. Recognize and promote a healthy, vital, and safe lifestyle.
6. Identify the values of group and/or team endeavors and apply these to successful living.
7. Through public service and competition with others, learn to appreciate and respect cultural, ethnic and social differences.
8. In the process of group and team participation, learn to set, work for, achieve, and reset realistic and objective goals–a process essential in future endeavors.
9. Employ physical skills, emotional disciplines, and positive attitudes gained in activities, to cope with at-risk situations.
10. Attain team, school, and community spirit through the responsibility shown to team and self, as well as pride gained in personal and group accomplishments.

Code of Ethics

Preamble

Coaches and Directors are educators, and as educators are members of a profession which stresses service and leadership within the community.

Educators, whatever their positions within the profession, subscribe to a code of ethics designed to stimulate exemplary performance.

Educators, sharing the same burden as other professionals, should be self-policing. They are expected to act wisely for the benefit of their students, their colleagues, and their community.

Educators agree that resolution of their problems should be made through deliberate exercise of reason, with equity always foremost, and with reference to law and the rules and regulations of the institution wherein the problems arose.

Statement of Ethics

1. The educator's primary interests are student learning and discovery of truth. Educators are objective in examining and presenting evidence and respect students' and colleagues' opinions.
2. Educators are obligated to help their students become well informed and to think for themselves. They stimulate the free pursuit of knowledge within their field of competence and assignment. They reject the persistent intrusion of material which, in their judgment, has no relation to the subject of their courses.
3. Educators recognize the sometimes sensitive nature of their relationship with students and colleagues and accept the principle of confidentiality. Furthermore, they avoid exploitation of students and colleagues for private gain and/or partisan interest.
4. Educators, whatever their position within their institution, have considerable power over others. They exercise that power prudently, knowing their capacity to affect the lives of students and colleagues.
5. Educators abide by the reasonable rules and regulations of their institution and work in an orderly manner to effect changes which they believe desirable. They accept their share of responsibility to cooperate with colleagues in the community of scholars and in the equitable governance of their institution.
6. Educators subscribe to principles of academic freedom for students and colleagues alike. They recognize that academic freedom is a sham if denied to anyone and if practiced without responsibility.
7. Educators accept their responsibility for explaining and interpreting their professional principles and actions when reasonable questions arise, whether from colleagues, students, community, or the profession as a whole.
8. Educators recognize that their actions may easily reflect credit or discredit upon their institution. Therefore, they conduct themselves with decorum. They are free to act, write, and speak in exercise of their constitutional rights and personal beliefs, but they are careful to distinguish between their activities as a private citizen and as a representative of their institution.
9. Educators respect the principles and practices of due process operant in their institution. They seek justice for others in the same spirit that they seek it for themself.

Duties & Responsibilities of Athletic Coaches & Activities Sponsors

The core values of the district must be intentionally taught, demonstrated, learned, and then expected from the activities program, its people, and students.

1. Students First
   - Students will have fun, own their activity experience, and accept the responsibility of being active members of the activity program.
   - The Activities Department, coaches, and directors will create an environment where students have the greatest opportunity for a positive and meaningful experience. Coaches/directors should have fun and enjoy their work by enabling all students to feel part of the program.

2. High Expectations
   - Students will have high expectations of themselves, their coaches/directors, and any program in which they are involved
   - The Activities Department, coaches, and directors will support and uphold the vision and mission of the Southeast Polk Community School District and abide by the rules set forth by the Southeast Polk Board of Education, the Central Iowa Metropolitan Conference, the Iowa Girls High School Athletic Union, and the Iowa High School Athletic Association.

3. Collaboration
   - Students will learn to work effectively and positively with others, including, but not limited to, teammates, coaches/directors, officials, judges, etc.
   - The Activities Department, coaches, and directors will be supportive of all activities and work as a team to build all Southeast Polk programs. Examples include communicating promptly with all constituents, transparency in all parts of their work, open and honest dialogue, and the sharing of best practice.

4. Integrity
   - Students will learn to follow the rules and participate with honor by doing things right and for the right reasons.
   - The Activities Department, coaches, and directors will be positive role models by leading by example and by demonstrating honesty, responsibility, character, leadership, and morality.

5. Stewardship
   - Students will learn that it is their obligation to recognize, care for, and realize their gifts and talents for the greater good of all.
   - The Activities Department, coaches, and directors will be fiscally conservative and take initiative in solving problems. We will be ambassadors in the community for our programs.

6. Adaptability
   - Students will learn self-reliance, perspective, balance, resilience, and how to deal with adversity in changing conditions.
   - The Activities Department, coaches, and directors will be flexible, proactive, and able to make adjustments in changing conditions.

7. Respect
   - Students will learn the value of their experience in activities by showing respect and having an appreciation for the efforts and responsibilities demonstrated by others.
   - The Activities Department, coaches, and directors will be professional in all aspects of their work. This includes communication with all constituents, language use, dress, and conduct. These choices must show regard for others and the coaching profession.

PRIORITIES:

1. The Activities program understands that everyone is someone and that participation at some level is the key to students learning the district's core values.

2. Maintain a balance between all parts of student life with emphasis on student academic achievement, while at the same time developing lasting relationships among teammates, coaches, and directors.

3. Development of each and every student in the activity program. Coaches and directors must identify and articulate roles for all participants.

Assistant Coaches and Sponsors

As an assistant coach or sponsor, you will be expected to adhere to all duties and responsibilities expected of the head coach or sponsor. Your job is to assist the program in operating efficiently and in the best interests of the student who participates. An assistant will carry out the various duties assigned by the head coach or sponsor, support and become involved in the decisions made affecting the program, and be a positive influence on the activity. An assistant will offer suggestions on ways to improve the activity, and cooperate with the head coach or sponsor in seeing that such changes, whether theirs, the head coach's, or the sponsor's, are carried out. The assistant will inform the head coach or sponsor of any problems, irregularities, ethical concerns, or misconduct existing in the program. An assistant has the duty and responsibility to report to the Director of Student Activities any potential or current problem existing in the program that, after discussion with the head coach or director, has failed to be addressed. The assistant shall follow the proper chain of command in dealing with any such concerns.

The following duties and responsibilities apply primarily to Athletic Coaches:

1. In a fair and equitable manner, recruit student managers for the season and provide them with the necessary instruction and guidance.

2. Begin practices on the dates designed by regulations of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.

3. See that all squad members have a completed and cleared online activity registration.

4. Be sure that there is always adequate locker room supervision.

5. Treat all injuries in a serious, professional manner.

6. Keep such statistics as are required by the administration and/or necessary for school records.

7. See that locker and equipment rooms are maintained in a neat and proper manner.

8. Rate officials when requested.

9. Provide direct supervision of the Fitness Center whenever that facility is used by your squad.

10. Follow the guidelines of the Department of Education, Iowa High School Athletic Association, Iowa Girls High School Athletic Union, and the Southeast Polk School District.

Southeast Polk Activities Program Philosophy

Southeast Polk subscribes to the basic principle that the activities program is an extension of the classroom. As we strive for excellence in education we try to implement the same beliefs and expectations involving commitment, dedication, and team responsibility. The Activities Department offers many opportunities for students to participate in athletics, fine arts programs, clubs, and organizations, as we strive to meet the needs and interests of all students. Along with participation, competition is a key component of any activities program. The Southeast Polk Activities Department is committed to engaging students in learning delivered through quality coaching in the competitive arena.

1. **Athletic Programs**

Junior High	Senior High
Football	Football
Volleyball	Volleyball
Basketball (B/G)	Basketball (B/G)
Cross Country (B/G)	Cross Country (B/G)
Wrestling (B/G)	Wrestling (B/G)

Track (B/G)	Track (B/G)
Golf (Instruction) (B/G)	Golf (B/G)
Softball	Softball
Swimming (B/G)	Girls Swimming & Diving
	Boys Swimming
	Baseball
	Tennis (B/G)
	Soccer (B/G)
	Bowling (B/G)

2. **Activity Programs**

Junior High	Senior High
Band	Band
Vocal	Vocal
Junior Bridges	Cheerleading
	Drill Team
	Drama
	Speech/Debate

3. **Junior High Athletics**

Participation is the key ingredient for students at this age. Students should be encouraged to become involved in various athletic and non-athletic activities, and not specialize in one activity. Preparing these students for the competition they will experience at the senior high level is also paramount to the success of the entire athletic program. Equal playing time cannot be guaranteed at the junior high level. Every opportunity, however, will be taken to provide playing experiences to all participants. Due to high participation rates in most activities in relation to the number of performance opportunities, availability of facilities, transportation, and other factors, athletes will be grouped according to skill level and ability. Interscholastic competition, tournaments, scrimmages, intramurals, and other forms of competition will be scheduled for participants based on skill level and ability. Travel teams in junior high may also be established based on these factors. As the primary emphasis is based on participation at the junior high level, we also must address the competitive needs of the student by creating experiences appropriate for their age, skill level, development, and expectations that await them at the senior high level.

4. **Senior High Athletics**

Southeast Polk is affiliated with the Central Iowa Metropolitan League (CIML). CIML teams have an established athletic tradition. Competition for more advanced individuals plays an important role in the senior high athletics program. Participation opportunities are still provided for players of different skill levels, especially at the 9th grade and junior varsity level. Starting at the sophomore level, athletic competition becomes more specialized, expectations increase, and playing opportunities become more limited. Participation and playing time are not guaranteed. The number of participants on senior high athletic teams

will be based on State regulations regarding squad size and schedule limitations, in addition to local concerns regarding facility and transportation availability, financial impact, safety, instructional quality, and program manageability.

5. **Senior High Activities**
   Southeast Polk performing and fine arts students compete and participate at the local, conference, district, state, regional, and national levels. Participation is encouraged and no limits are placed on squad sizes in Speech, Drama, Debate, and Band. A variety of opportunities are available for students involved in these programs. Roster sizes for competition in these areas are restricted for District, State, and National events. Senior High Show Choir is similar to some athletic teams in that it is organized by grade, ability, and skill level. Two squads are selected, and the size of each squad is determined along choreography, space, and design guidelines. Cheerleading and Drill Team are activities that require a significant amount of precision movement, athletic ability, and special skill. Squad sizes in cheerleading are specifically controlled by the State Athletic Associations, and Southeast Polk adheres to those guidelines at the varsity level. Drill Team also has set limitations on the number of performers that is established by the host organization. As is the case with Cheerleading and Show Choir, Drill Team requires unique talents that may limit participation to individuals who are selected to a squad that is based on age, experience, ability, and skill level.

Program Development

The **7th/8th Grade** program integrates participants with a wide variety of skill levels who, for the first time, are all representing the same school. Emphasis is placed on participation, but the competitive expectations and scheduling options increase when compared to that of the youth programs. Additional games are scheduled in order for participants to compete against other programs whose participants are near the same skill level. By grouping participants based on their ability and matching them against teams from other schools with similar abilities, participants get the opportunity to better learn the game while also striving to reach their full athletic potential.

Note: Schools with similar enrollment figures as Southeast Polk have elected to form two or more distinct teams in some sports at the 8th grade level. This commonly occurs in basketball and volleyball. Factors involved in forming two distinct teams in a grade would be facility availability, the cost of additional coaching salaries, transportation, and scheduling opportunities.

Any player from grades 9 through 12 is eligible for varsity competition. Only 9th graders may participate on the 9th grade team. 9th and 10th graders are eligible for sophomore and junior varsity competition.

Some **9th grade** athletes are more talented skill-wise and more aware of the cognitive aspects of interscholastic athletic competition. Therefore, while an effort is made to allow as many students as possible to compete, the more advanced athletes will receive the majority of participation

time. Other team members may be offered the opportunity to participate in a schedule which demands lesser skill development.

Any time a 9th grade athlete is promoted to a sophomore, junior varsity, or varsity squad, careful consideration should be given to the following factors in making the decision:

- physical/emotional/maturity level of the athlete
- nature of the sport
- parental support
- support of assistant coaches
- playing time
- needs in the program
- effects on other participants in the program

The **10th/Junior Varsity** programs will help develop athletes and utilize those who show the greatest ability in a variety of skills. Role specialization of athletes may become more evident at this level. Those who are more able will be the primary participants. Students may be asked to try out and undergo a selection process.

The **Varsity** team is for those who have learned the basic skills well and perform them both in practice and in interscholastic competition. Role specialization is often a necessity at this level and athletes may be used in specific roles for the benefit of the entire team. Students may be asked to try out and undergo a selection process.

Athletes at all levels who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate.

The following duties and responsibilities apply primarily to Directors of Co-curricular Programs:

- Submit field trip requests to the Activities Office for events or meetings your students may attend.
- Verify transportation requests with the Transportation Director the week your activity takes place.
- Verify building availability and calendar scheduling with the Activities Office.

Southeast Polk Squad Reduction Policy

In an effort to achieve balance between participation and competition in the Southeast Polk extracurricular programs, the following squad reduction policy is established. While realizing there are many positive benefits for students who participate in athletic and activity programs, competitive success in these areas is an expectation of the District and community and cannot be compromised. Several factors necessitate a squad reduction policy. These factors include but are not limited to student enrollment, facility concerns, program costs and manageability,

coach:student ratios, transportation, skill development, and scheduling options. Additional availability of facilities and other program considerations may necessitate changes to this policy.

The numerical figures for student participation in the extracurricular programs listed below are suggested guidelines, and not a strict figure that must be adhered to from year to year. Southeast Polk athletic coaches and activity directors are educated professionals who are capable of making decisions that are in the best interests of students and the overall success of the program. The Director of Student Activities will have final approval on all squad reductions that may take place.

Numerous opportunities exist for Southeast Polk students to join athletic teams, fine arts programs, clubs, and organizations. Competitive athletic and activity programs may not be appropriate for each individual student; at the same time, we encourage our students to become involved in extracurricular activities. If a coach/director determines there is a need to reduce the squad, then the coach/director should directly communicate with the student involved.

(Roster Size = the participants in uniform and/or listed in the program for an event)
(Squad Size = the participants who come to scheduled practices, or those eligible to make the roster)

FOOTBALL

There is no limit on squad participation at the local or State level. Scheduling options are available at the 9th grade (A,B), 10th/JV, and Varsity levels. There are many participation opportunities available due to the nature of the sport. Due to program cost and other factors listed above, a squad size of 80 players may be placed on participation at 8th and 9th grade levels.

BOYS & GIRLS BASKETBALL

State guidelines limit varsity roster sizes to a maximum of 15 for State-sponsored tournament play. Local guidelines for varsity roster size are limited to a maximum of 15 as well. The head varsity coach may reduce squad size to this level at the varsity level, or keep additional players if warranted by factors such as class size, filling a junior varsity schedule, potential benefit to the program, skill ability, etc. Scheduling options are available at all levels.

There are no State guidelines at the 10th grade level. The head varsity coach and the head sophomore coach may reduce squad size to 15 players on this level, or keep additional players based on the same factors listed above for varsity play.

There are no State guidelines at the 9th grade level. The head varsity coach and the head 9th grade coach may reduce squad size to 10 players each on the A and B teams, or keep additional players based on the factors listed above for varsity play.

A roster size of 40 players may be placed on interscholastic competition at the 8th grade level. Squad size will not be reduced at the junior high level.

VOLLEYBALL

State guidelines limit varsity roster sizes to a maximum of 15 for State-sponsored tournament play. The head varsity volleyball coach will determine the roster size for regular season and tournament play, not to exceed 15.

9th grade, 10th grade, JV, and Varsity volleyball matches normally occur on the same date. The head varsity volleyball coach and the assistant coaches will determine the squad size at these levels. Some players on the varsity roster may play JV. A suggested squad size at each level would be 12. Additional players may be added to the squad size based on class size, scheduling, potential benefit to the program, skill ability, etc. There are no State guidelines at the 10th grade or Junior Varsity levels.

There are no State guidelines at the 9th grade level. The head varsity coach and the head 9th grade coach may reduce squad size to a maximum of 12 players each on the A and B teams, or keep additional players based on the factors listed above for varsity play.

A roster size of 40 players may be placed on interscholastic competition at the 8th grade level. Squad size will not be reduced at the junior high level.

BOYS & GIRLS SWIMMING

There are no State or local restrictions on squad participation. The only exception at the local level would be a restriction on participation due to facility concerns.

Due to safety considerations, supervision, and availability of swimming facilities, a cap of 60 may be placed on participation at the 8th grade level.

BOYS & GIRLS TRACK

There are no State or local restrictions on squad participation. Roster entries are limited at events that we host and attend at other sites. Participation is somewhat limited by scheduling options. In the event participation numbers warrant a reduction in squad size, the head varsity track coach will submit a program plan to the Activities Director, and a squad selection process may occur.

Squad reduction will not take place at the junior high level. However, roster sizes may be established for each meet, based on event entries, transportation, and competitive aspects.

WRESTLING

There are no State or local restrictions on squad participation. Roster entries are limited at the varsity level for regular season and State-sponsored tournaments. Multiple Junior Varsity and 9th

grade entries are allowed at events we host and attend at other sites. Scheduling options are available at the 9th grade, JV, and varsity levels.

Squad reduction will not take place at the junior high level.

BOYS AND GIRLS TENNIS

State guidelines limit varsity roster sizes to 6 players for State-sponsored tournament play. Scheduling options include JV and varsity play. Due to facility limitations, squad reduction may occur. Coaches may reduce squad size to keep additional players based on factors such as facility availability, class size, benefit to the program, scheduling options, skill ability, etc.

BOYS & GIRLS GOLF

State guidelines limit varsity roster sizes to 6 players for State-sponsored tournament play. Scheduling options include 9th, JV, and varsity play in boys golf, and JV and varsity in girls. Due to facility limitations, squad reduction may occur. Coaches may reduce squad size to keep additional players based on factors such as facility availability, class size, benefit to the program, scheduling options, skill ability, etc. An instructional program will be offered for students in 7th & 8th grade.

BOYS & GIRLS SOCCER

State guidelines limit varsity roster sizes to 22 players for State-sponsored tournament play. There are no local guidelines on varsity squad size. The head varsity soccer will determine the roster size for regular season and tournament play, not to exceed 22.

Scheduling options include 9th, JV, and varsity play. 9th grade, JV, and varsity matches usually occur on the same date. The head varsity soccer coach and the assistants will determine the squad size at these levels. Some players listed on the varsity roster may also play JV.

SOFTBALL

State guidelines limit varsity roster sizes to 18 players for State-sponsored tournament play. There are no local guidelines on varsity squad size. The head varsity softball coach will determine the roster size for regular season and tournament play, not to exceed 18.

Scheduling options include 9th, JV, and varsity play. Except for tournament play, 9th, JV, and varsity events are held on the same date. The head varsity softball coach and assistants will determine the squad size at these levels. Some players listed on the varsity roster may also play JV. In the event participation numbers warrant a reduction in squad size, the head softball coach will submit a program plan to the Activities Director, and a squad selection process may occur.

Squad reduction will not take place at the junior high level. Roster sizes may be established due to scheduling opportunities, transportation, and other program management issues.

BASEBALL

State guidelines limit varsity roster sizes to 24 for State-sponsored tournament play. There are no local guidelines on varsity squad size. The head varsity baseball coach will determine the squad size for regular season and tournament play, not to exceed 24.

Scheduling options include 9th, 10th, JV, and varsity play. The head varsity baseball coach and assistants will determine the squad size at these levels. In the event participation numbers warrant a reduction in squad size, the head baseball coach will submit a program plan to the Activities Director, and a squad selection process may occur.

SHOW CHOIR

Based on the factors of space, facility, and choreography guidelines, squad selection may occur. Other factors such as costume cost, singing and dancing ability, and precision movement that is unique to this program are also considered in the squad reduction process for this activity.

DRILL TEAM

The Football and Elite squads will be primarily fall and winter performance squads. Students may participate in another extracurricular activity in a season opposite their involvement in RhythAMettes by notifying the director during the selection process. Based on the factors of space, facility, and choreography guidelines, squad selection may occur. Other factors such as costume cost, dancing ability, and precision movement that are unique to this program are also considered in the squad reduction process for this activity.

CHEERLEADING

State guidelines limit the varsity roster size for State-sponsored events. These State guidelines are also adopted by conferences throughout the state. Scheduling opportunities are available at the 9th, JV, and varsity levels in basketball and football. Wrestling is limited to JV and varsity.

Based on the factors of safety, space, skill, scheduling restrictions, and the precision movement that is unique to this activity, squad reduction may occur. Coaches may choose to add participants based on class size, benefit to the program, and as changes in scheduling occur.

BAND

There are no participation limits on the squad size in Pep Band, Jazz Band, or Marching Band. Additional scheduling opportunities may be created should high squad numbers exist.

DRAMA

There are no local guidelines on squad size. Opportunities exist on and off stage for participants.

DEBATE

There are no limitations on squad size at the State or local level. Entries may be limited in State-sponsored events. Roster size may also be limited at events sponsored by other schools.

SPEECH

There are no limitations on squad size at the State or local level. Entries may be limited in State-sponsored events. Scheduling opportunities exist on the Individual and Group Speech levels.

Care of Equipment

Participants are to be held accountable for any loss or abuse of equipment. Any equipment lost or destroyed by a participant must be paid for by the student. Any loss or destruction of equipment should be reported to the coach or director immediately. If necessary, any changes should be accomplished through a coach. Coaches will be responsible for all equipment relating to their sport including that used by their athletes.

The coach/director will be responsible for keeping accurate records. These records are to be checked against equipment turned in by each participant at the end of each season.

The cooperation of all coaches/directors is solicited in seeing that individuals maintain proper care of all equipment.

Athletics: Purchase & Repair of Equipment & Supplies

Upon completion of their season, each head coach will submit a list of items needed to be purchased or repaired to the Activities Director for his approval. The Activities Director will review these requests and make a decision of approval or rejection based upon equipment needs and overall athletic budget.

Purchase of all equipment and supplies within the athletic budget are to be approved by the Activities Director. This approval must be obtained prior to the actual purchase. All bills are to be submitted to the Activities Director.

Requests for repair of equipment are to be accomplished within the same format as used in the purchasing of equipment.

Ordering: Equipment, Supplies, Registrations

1. The actual ordering of equipment and supplies will be handled through the Activities Director.
2. Requests for Purchase must be filled out before a purchase order can be issued. All purchase requests must be complete as to size, color, quantity, trim colors, type of material, etc. NO PURCHASES CAN BE MADE WITHOUT PRIOR APPROVAL OF THE ACTIVITIES DIRECTOR AND A PURCHASE ORDER.

3. Packing lists should be turned in to the Activities Office to show items have been received and all invoices must be turned in to the Activities Director for payment.
4. Every effort must be made to anticipate needs and requisition equipment well in advance of the season. In spite of careful planning, it is understood (emergencies can arise) there may be occasions for a coach to want equipment quickly, but the Activities Director should be consulted before these items can be acquired. ***See protocols on page 40**.

Athletics: End of Season Requirements

Coaches should submit a list of letter-winners and certificates to be printed within two weeks of the end of the season.

Athletics: Physicals

All participants in athletics at Southeast Polk are required to upload an electronic copy of a current physical examination form verifying they are fit for participation.

All students are responsible for obtaining a physical at their own expense, and for submitting satisfactory evidence of physical condition signed by a licensed physician and surgeon, osteopathic physician and surgeon or osteopath, or qualified doctor of chiropractic to the school.

Academic Eligibility

State law mandates that an individual who wishes to compete in interscholastic athletics or activities in the state of Iowa pass ALL class work. Schools have the authority to set more stringent requirements in their districts if they desire. At Southeast Polk, 10th grade students must be enrolled in 6.5 academic credits per semester to be considered a full-time student; 11th and 12th grade students must be enrolled in a minimum of 4 academic credits per semester to be considered a full-time student. Only full-time students are eligible for extracurricular activities. Our policy on academic eligibility includes the following points:

1. Students must pass ALL academic courses.
2. Physical Education counts as credit for academic eligibility purposes.
3. Academic eligibility is determined by the semester grades of the previous 12 months.

The following guidelines apply to those students who wish to regain or restore their eligibility:

1. A student may regain their eligibility after sitting out of the activity for 20 calendar days. The student is eligible at 12:01 a.m. on the 21st day. The 20 days start with the first legal playing date for a sport and the first day of the semester for non-sanctioned activities.
2. Students must sit 20 days for a sport and 20 days for non-sanctioned activities. In other words, 20 days served for a non-sanctioned activity does not necessarily satisfy the 20 days for the sport and vice versa. Please see the Activities Director for clarification.
3. The ineligibility period will be applied to the first extracurricular activity in which the student participates after semester grades are determined.

Suspensions: In and Out of School

Students suspended in school or out of school are not eligible to represent their school in any sport or activity for the duration of their suspension. Students who are assigned to In-School Suspension (ISS) may practice but not participate in games, shows, contests, etc. Students who are assigned to Out-of-School Suspension are not to be on the campus and therefore may not practice, participate or attend meetings, games, shows, contests, events, etc.

Student eligibility is reinstated when the suspension time is over, if that student has been in attendance at school for half of the school day. In the case of a student who has been in ISS, the suspension time is ended at the end of the last school day ISS is served. Therefore, that student will be eligible to participate in shows, contests, games, etc. the same date.

If a student has been suspended out-of-school, that student will not be eligible to participate on the same date because of not meeting the requirement of a half day of school attendance on the date of the event. That student will be eligible to participate beginning the day following the end of the out of school suspension. A student may participate in an event on Saturday, provided the in-school or out-of-school suspension period has been completed.

Class Attendance

Participants are expected to attend classes on a regular basis. Violations of student attendance policies endanger activities eligibility. Participants are to be in attendance on the day of a contest for at least half of their classes in order to participate. If not, they must receive permission from the Director of Student Activities and/or Principal in order to participate. Exceptions will be for good cause only.

Keys

Coaches and directors are held responsible for all keys issued to them. The loaning of keys to students for use in an unsupervised activity or any other purpose is prohibited.

Coaches and Directors Meetings

Coaches and directors meetings will be held at the beginning of each school year and at other times as determined necessary by the Activities Director. The Activities Director will schedule pre-season and post season meetings with all head coaches/directors. The Activities Director will meet individually with coaches and directors during the year to discuss current operating procedures and problems, and at the end of the year to discuss budgets and other items of interest or concern.

Athletics: Scrimmages

Southeast Polk Community School District follows all rules and regulations prescribed by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union, including those pertaining to scrimmages. Coaches wishing to scrimmage other teams should first clear the date and activity with the Activities Director.

Rules applying to scrimmages may be found in the IHSAA sports manuals dealing with that specific sport and the Constitution of the IGHSAU.

Practices: Inclement Weather

The Activities Director will post practice times for inclement weather. Please remember, we will all have to sacrifice some with inclement weather situations.

The expectation is for everyone to practice on a daily basis. However, if a coach plans to cancel practice, notify the Activities office as soon as possible in case some other organization would like to use the facility.

Holiday Practices or Rehearsals

Practice times over holiday periods are primarily determined by the coach or director of that activity with approval from the Activities Director. Practices will be conducted in order to maintain peak efficiency. No one should ever practice on Christmas Day.

Submit practice time schedules for individual activities to the Activities Office. The purpose of this is to eliminate conflicts and maintain as efficient use of the facilities as possible.

Athletics: Off Season Practices

Official supervised practices held after the completion of the sports season or prior to the official start of practice for a sport season are prohibited during the school year. The rules are covered in the bylaws of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. The sports season is considered to be completed when the state tournament or meet is finished.

Fundraising

School Board Policy 504.6 does allow for the raising of “funds in order to carry out significant educational opportunities for students.”

All requests will be in writing and submitted to the board through the following application. This must include the specific timelines for the proposed advertisement/fund raising activity. It must detail the final agreements between the two parties.

Any fund raising/corporate support activity that will result in financial impact upon the total district at any time in its implementation or continuance and/or commit the district to equipment upkeep and repair will require the board's approval prior to its implementation.

Complete this form fundraising form fillable.pdf if your group wishes to do a fundraiser.

Gate Security

Track, Soccer, Baseball, Softball and Football coaches need to be responsible for closing the gates around the playing field upon the completion of practice.

Fitness Center

The Fitness Center is a facility that requires direct supervision at all times when in use. Direct supervision involves being present in the room, supervising activity, and being alert for potential problems. Do not leave the Fitness Center at any time while students are in the facility.

You cannot be in your classroom, the coaches' office, the storage room, or the hallway and adequately supervise the Fitness Center. When more than one supervisor or member of the coaching staff is present in the Fitness Center during workouts, please communicate with each other regarding supervision and lockup procedures. Do not assume the other party is going to perform those duties.

- Please close all doors to the Fitness Center, equipment and storage rooms, and locker rooms when not in use.
- At no time is it appropriate to loan school keys to students or to other unauthorized personnel without the permission of the activities director.

Riding the Bus

Our philosophy of the Activities Department is that all students ride the bus to and from events. Each coach will be allowed to determine what best suits their needs on the varsity level. If a student is not riding the bus, a completed Travel Release Form should be given to the coach or director prior to the event. However, school board policy does allow that a student's parent can tell the coach at the event that the student will be riding home with the parent. The coach or director should see that the student does leave with the parent or guardian indicated on the form. Students will not be allowed to ride home with another student or minor, unless approved by the Activities Director. On the sub-varsity level squads, parents/guardians may request their child not ride the bus if sufficient reason exists and a travel release form has been completed in advance.

Facility Scheduling

All reservations regarding use of facilities will be coordinated through the Activities Office. This includes but is not limited to the gymnasiums, auditorium, swimming pool, wrestling room, classrooms, commons, and any outdoor playing fields or courts. Any changes in scheduling or facility needs should be reported to the Activities Office as soon as possible.

School Early Dismissal and Cancellation

Weather as it relates to **practices**:

- **Early dismissal:** If the weather is bad enough to dismiss school then we may determine a time frame for practices.
- **School cancellation:** If school is canceled we will wait until 1:00 p.m. to make a decision regarding the holding of practice. We also affirm that the parent can determine if it is not in their child's best interest to attend **practice** because of weather. These would be excused to protect the best interests of the students.

Weather as it relates to events:

- **Early dismissal:** Activity events may be canceled or postponed.
- **Late start:** The Activities Director will decide if circumstances warrant travel or hosting an event.
- **School cancellation:** If school is canceled for the day, we will wait until 1:00 p.m. to make a decision on travel or hosting an **event.** The activities director will make that decision based on improving weather conditions, time factors, safety, and scheduling constraints.
- We also affirm that the parent can determine if it is not in their child's best interest to attend events because of weather. These would be excused to protect the best interests of the students.

Athletics: Sports Camps

Sports Camps shall not conflict with the sport-in-season. An athlete may not miss a practice or game to attend a Southeast Polk Sports Camp. Head coaches and sponsors shall schedule summer camps to respect the integrity of the sport in season. Varsity baseball and softball players shall not participate in a camp in the week prior to the start of district, regional or sub state play. The coach operating the camp will not require an athlete to participate in the camp on the same day as a contest for the sport in season.

Athletics: Injuries

The purpose of this policy is to establish the best possible care for all athletic injuries.

The head coach (with help from the Athletic Trainer) of each athletic activity is responsible for seeing that all known injuries are properly cared for and that those which occur during practices and games are properly reported. Please use the following procedure:

1. Determine the extent of the injury, treating no injury as minor until finding otherwise.
2. If the injury requires medical care, either obtain the services of a doctor in attendance or, if no doctor is available and an ambulance or rescue unit is appropriate to ensure safe transportation of the athlete to a medical care facility, call an ambulance/or rescue unit. (All coaches should know the availability of the nearest telephone and necessary emergency numbers when at our facilities.)
3. A school official should accompany the student to the hospital or medical care facility when possible.
4. As soon as possible, properly contact the student's parents or guardian.
5. All injuries requiring transport or hospitalization should be reported to the Activities Office.

Athletics: State Tournament Food and Lodging

When a squad or an individual squad member is participating in a state tournament the following will prevail:

1. When circumstances indicate food will be provided to the athlete; the main objective is to provide good nutrition.
2. The arrangements for meals will be made by the head coach, taking into consideration nutrition, participation, and expense. Funds for the meals must be requested two weeks prior to the event.
3. Lodging will be provided based on factors such as distance, length of tournament, necessary hour of departure and return, and expense.

State Tournament/Event Attendance: Non-Participants

Head coaches or directors may be allowed one day of professional leave for attending state events in which they are not actively participating. The final decision on these types of professional leave is made by Mr. Joseph Horton. Squad members may be released following the guidelines set by the Activities and Attendance Offices. The Head Coach must submit a plan for squad members to attend. This must be done at least one week in advance.

Cheerleading and RhythAMetteS

These organizations are classified as “activities,” not as “athletics.” It is possible for a student to compete in Cheerleading or RhythAMetteS and also participate in athletics during the same season. If practices are held at the same time, the student must complete his/her athletic workout first. If contests or events are scheduled on the same night, efforts will be made to

accommodate attendance at both activities. If this is not possible, activities department policy (Students Involved in Two or More Activities During the Same Season) will be followed.

Students Involved in Two or More Activities During the Same Season

If a student participates in more than one activity and a conflict arises, the following shall determine which activity will take precedence:

- State competition over Regional or Sub state
- Regional/sub state over District
- District over Conference
- Conference over Varsity/regular season
- School sports over Club sports
- Varsity/regular season over sub-varsity or reserve
- Event/Contest over Practice
- School Activity over Non-school Activity

All directors and coaches will cooperate to best meet the needs of the student, and make arrangements accordingly in scheduling. Coaches and directors shall be aware of the concerns of the student involved in multiple activities and work together towards a resolution.

Overlapping Seasons

Overlapping Seasons in Spring and Summer:

- girls track, tennis, soccer, and golf with softball
- boys track, tennis, and soccer with baseball

The Activities Director, head softball coach, head girls soccer coach, head girls golf coach, head girls tennis coach, and head girls track coach will meet prior to the season and set guidelines for practices and identify those soccer matches that potential state qualifiers will participate in.

- Athletes involved in the girls state meets in track, tennis, soccer, and golf will not play in a softball contest on the day of the state meet until all competition has been completed.

The Activities Director, boys track coach, boys tennis coach, baseball coach, and boys soccer coach will meet before the season starts to establish practice guidelines and identify those baseball games potential state qualifiers will be allowed to participate in.

- An athlete will not compete in a baseball contest on the day of the state meet until all competition has been completed.
- An athlete will not compete in a baseball game on the day of a substate or state soccer game until all competition has been completed. The sport in season has priority if contests are scheduled on the same day -- the athlete will attend the contest for the in-season sport.

Overlapping Seasons - Practices: Athletes may attend practices of both sports. Priority is given to the sport currently in their competitive season.

Non-School Participation

An athlete can play on a non-school team during the regular school season if they request permission from the head coach. The coach has sole discretion regarding any penalty for missing school competitions and practices.

Transportation

At the beginning of the sport season or activity, the head coach or director will fill out transportation request forms online. Transportation forms should be completed four weeks prior to the event. Coaches are responsible for verifying that transportation requests have been approved and scheduled.

Extracurricular Activities Student Conduct Code

The Activities Student Conduct Code is available to students in the Student Handbook and is at the end of this handbook. Coaches and directors should emphasize this to participants and may want to review some of it during a pre-season meeting. See Appendix A.

Athletics: Award Policy

Varsity letter	Only one major Southeast Polk letter will be awarded to an individual. After receiving a major letter award, the athlete will then receive certificates for each earned letter. Upon receiving their first varsity letter in a sport an athlete shall receive the appropriate sports emblem pin.
Junior Varsity	Will receive certificates
Sophomores	Will receive certificates
Freshmen	Will receive certificates

Athletics: Parents Meeting

It is **<u>required</u>** for each head coach to conduct a parents meeting prior to the start of their competitive season. Remember that communication is one of the best ways to avert trouble and gain support.

Items to Discuss With Parents of the Students in Your Program

1. The Student Conduct Code Policy and Training Rules.
2. The coach's or director’s philosophy and how the coach or director will conduct things and why. Discuss the program's goals and objectives.

3. Review with parents the tensions they may experience with the student participating, not participating, and reactions from other parents (they will always be told good things about their child from other parents). All of us feel our children are the best and want them to be happy. If they aren't - the coach/director is usually blamed. The coach/director will decide who, in their best estimate, deserves to fill a specific role and has the talent to do so.
4. Students have frustrations; they voice them and then usually go on to improve if parents or others don't interfere. Encourage parents to support the program.
5. Equipment or materials that the students will need to buy or rent. An explanation should also be given that students will be expected to reimburse the school for any equipment not returned at the end of a season or event.
6. Policies regarding food, transportation, practice, vacations (spring and winter) and cell phones.
7. How conflicts can be resolved if they occur between two school programs.
8. Let the parents know you are open to questions and discussion during the season, if appropriate.
9. Encourage parents to be positive - don't tear the group or staff down - talk to the coach or director if they have concerns.
10. Our program is an educational one - not merely a recreational one - students will grow from both positive and adverse situations.
11. Clearly define your lettering requirements.
12. Schedule - Practice and Event.
13. Athletics: Proper training techniques and diet.
14. Athletics: The treatment of injuries.

Procedure for Resolving Concerns With A Program

From time to time, in working with the many individuals who are involved in an activities program in a school such as ours, issues come up that may cause concern for parents. It is difficult for these concerns to be addressed when the parties involved have different views, backgrounds, and opinions. The following procedure is suggested to student athletes and parents to follow in order to get the issues on the table and address them.

Should concerns with a program surface, the following levels should be followed in prescribed order:

- Level 1 - Student and coach/director
- Level 2 - Student, parent and coach/director
- Level 3 - Student, parent, coach/director, and Activities Director
- Level 4 - Student, parent, coach/director, A.D. and principal
- Level 5 - Student, parent, coach/director, A.D, principal, and superintendent

Once again, we are suggesting that concerns are best resolved at the level closest to the problem. As with any appeal procedure, should satisfaction not be achieved at a level, then appeal can be made to the next level. Administrators, coaches, directors and parents are in the

business to best serve our students and participants. This process will help us to make the activities program at Southeast Polk one of which we can all be proud.

Athletics: Signing Ceremony Policy

General Guidelines:

1) Student athletes must complete the season and be in good standing with the team of the sport in which they are signing.
2) A student must have competed in and completed his/her high school career in the sport in which they are signing.
3) The activities office will coordinate four signing ceremonies: Fall, Early Football, Winter, and National Decision Day.
4) Only student athletes who have received a commitment from a NJCAA, NAIA, or NCAA Division I or II university will be permitted to participate in any of the first three ceremonies.
5) Only students signing in a sport that is school sponsored at SEP HS and sanctioned by the IHSAA and IGHSAU will be eligible to participate in the first three signing dates.
6) Students signing in a club sport, a non-sanctioned (IHSAA/IGHSAU) sport, or in a sport not offered at SEP HS are eligible to participate in the event on National Decision Day.
7) Students continuing their athletic careers at DIII institutions as well as walk-ons will be recognized at the ceremony on National Decision Day. Those students must have an official letter or other type of communication to participate in the ceremony.
8) The head coach and athletic office must have proof of an agreement whether signing to a service academy/Ivy League, NLI/Financial athletic aid agreement to an NCAA, NAIA, or NJCAA Institution.
9) As a general rule the activities office will not honor requests for individual signing ceremonies. Exceptions can be made at the discretion of the activities director for high profile signings covered by national media.
10) The signing ceremonies will be held in the multipurpose room as long as space permits, with the exception of the event on National Decision Day. That event will be held in the auditorium.
11) Students who participate in any of the initial three ceremonies are also invited to participate in the National Decision Day event.

Appendix A: Student Conduct Code

Student Conduct Code Statement of Philosophy

Southeast Polk Community Schools offers a wide variety of extra-curricular and co-curricular activities to enrolled students. Participation in any activity is a choice made by the student and the participation shall be considered a privilege. The Southeast Polk School District has set forth a set of expectations for all participants. These expectations shall be defined as follows: Participants will…

1. Demonstrate principles of justice and compassion.
2. Respect rules and authority.
3. Respect the rights of other persons.
4. Respect everyone's physical and emotional well-being, including their own.
5. Respect and demonstrate good sportsmanship.
6. Demonstrate a sense of school pride.
7. Demonstrate understanding and application of the concepts of teamwork and leadership.
8. Demonstrate a sense of commitment and dedication to achievement of excellence.

These expectations are designed to exemplify and encourage responsible citizenship among all students. Participating students serve as representatives of the district to their peers and to the public in and out of the district. Because of the responsibility inherent in representing the Southeast Polk Community School District, a high level of conduct is expected of all students.

The district has set forth the Student Conduct Code that governs the actions of all participating students. These guidelines outline the expectations for acceptable conduct in the areas of academics, attendance, and behavior.

Statement of Compliance

The Southeast Polk Community School District will enforce the Student Conduct Code for all co-curricular (extended requirements beyond the regular school day associated with a credit-bearing class that meets during the regular school day) and all school-sponsored extra-curricular (an activity with a district paid sponsor/director/coach which meets outside of the regular school day and receives no credit) activities.

I. Academic, Attendance, and Other Requirements:

A. Students are subject to the Iowa Department of Education, Iowa High School Athletic Association and Iowa Girls High School Athletic Union rules regarding eligibility requirements.

B. Students must be in school for at least ½ of their scheduled day and/or 2 block periods of the day of a performance (music, theater, and speech), a scheduled contest, a program or trip, or a practice for any of the above if the student expects to participate. Any exception must be cleared through a building administrator or the activities office.

Guidelines for such an exception include, but are not limited to, doctor appointments, dental appointments, family emergencies as determined by the administration, or school-related absences. Early release time from school to attend a school-sponsored event counts as part of the attendance requirements.

C. Any Southeast Polk student serving an in-school suspension for violation of school rules will be eligible to practice for a co-curricular or extra-curricular activity, but will be ineligible to participate in a performance or event until completion of the in-school suspension. Any student serving an out-of-school suspension will be ineligible to practice or perform in an event until the day following the completion of the out-of-school suspension, and is not allowed on school property or allowed to attend school events, home and away during the period of suspension.

D. To be eligible to represent Southeast Polk in co-curricular and extracurricular activities, a student must pass all full-time academic courses (including P.E.). This is according to State of Iowa Code, “Scholarship Rules,” 281-36.15.

E. A student may be eligible to participate for a maximum of eight (8) consecutive semesters upon entering 9th grade for the first time. Students who complete graduation requirements at the conclusion of the eighth consecutive semester are eligible to participate in summer activities. Students who complete graduation requirements prior to the eighth semester of high school and end their enrollment as an early graduate are not eligible to continue their participation in school activities.

F. Students transferring to Southeast Polk from other school districts must transfer in good standing with previous school’s Student Conduct Code to be eligible at Southeast Polk. Students will be ineligible until the length of the suspension assigned by the previous school is completed.

G. Students are subject to the Iowa Department of Education, Iowa High School Athletic Association and Iowa Girls High School Athletic Union rules regarding eligibility requirements.

H. Students are not eligible once they have reached the age of 20.

I. All athletes must complete an annual physical examination with certification from the examining physician or approved personnel so that the student can safely engage in athletics. Students must submit the completed physical as part of the required Southeast Polk Online Athletics Registration Process.

J. Parents/guardians must complete the Southeast Polk Online Athletics Registration Process for each sport in which the student participates prior to being eligible to

participate in that sport. The Student Conduct Code is contained within this registration process.

II. Violation

If it is determined that a student has violated the Student Conduct Code, the student shall be penalized as specified in Section III below. The following constitutes a violation of the Student Conduct Code.

A. Possession, use, or purchase of alcoholic beverages except as may otherwise be permitted by Iowa law. Evidence of “Use” includes having the odor of alcohol on one’s breath. Evidence of possession includes having alcohol in one’s system.

B. Attendance at a function where alcohol or controlled substance, as defined by Iowa Law, is being consumed or used and not immediately leaving said function. Being in a motor vehicle as a passenger or driver that contains alcohol or a controlled substance, as defined by Iowa Law, and not immediately leaving said motor vehicle. It is understood that a student is not prohibited from being in attendance of such functions wherein alcohol is present, that are sponsored, controlled or supervised by the student’s parent(s) or guardian(s) or being a driver or passenger of a motor vehicle where the student’s parent(s) or guardian(s) accompany said student and alcohol is present.

C. Possession and/or use of controlled substances as they are defined by the Code of Iowa, without a legal prescription, and with knowledge, intent, and control thereof.

D. Possession, use, or purchase of tobacco products, regardless of student’s age.

E. Engagement in any act that would be in violation of local or state law, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s), as to make the student unworthy to represent the ideals of his/her school.

F. Involvement in inappropriate or offensive conduct as to make the student unworthy to represent the ideals of his/her school. Some examples of inappropriate or offensive conduct would include fighting, bullying, harassment, and inappropriate sexual behavior.

G. A student may seek help from school officials with alcohol/drug/tobacco problems unrelated to a reported incident that involves a code violation. School officials shall notify parents and seek appropriate help for the student without penalty.

III. Consequences

Governed by the Student Conduct Code Regulations

- Athletics (including cheerleading, dance team, and managers)
- Vocal music (including Show Choir), instrumental music (including Jazz Band)
- Speech, drama, FCCLA, DECA, FFA
- Academic Competitions

*Students involved in multiple activities will serve their suspension concurrently. Students will regain eligibility at the conclusion of the first completed suspension. No student will be permitted to participate in one activity while serving a suspension in another for a violation of the Student Conduct Code.

Non-School Sponsored clubs (Rugby, Ultimate Frisbee, Ski and Snowboard, etc.) will have their own policy for administering a penalty for a code of conduct violation. This penalty will not, however, satisfy serving a penalty in a school-sponsored activity.

First Offense

Suspended up to the number of contests/performances listed below, to be served consecutively including tournament or state-sponsored activities.

Football: 2	Soccer: .25*
Swimming: 3	Volleyball: .25*
Basketball: 5	Wrestling: .25*
Golf: 3	Cross Country: 2
Baseball: .25*	Softball: .25*
Tennis: 3	Track: 3
Bowling: .25	

*.25 = the number of games or matches in a season, not dates. A doubleheader in baseball or softball, a soccer tournament, or a wrestling double dual counts as 2 or more in penalty phase. Baseball and softball have 40-game schedules, volleyball has approximately 35 matches, a wrestler may have approximately 35 matches, and soccer may have approximately 17 matches in a season.

All remaining school-sponsored activities in which students represent Southeast Polk in non-graded events, contests, meetings, or performances shall include a 2 event, contests, etc., suspension period.

Second Offense

Up to double the event suspension of the first offense. The student is also required to have completed a Student Assistance Program evaluation prior to reinstatement of eligibility. Information is included in correspondence sent to the parent/guardian regarding the district's Student Assistance Program provider.

Third Offense

A student who has been found to have violated the Student Conduct Code for the third time will have permanent loss of eligibility.

*If charges have been filed against a student for a felonious act and the school administration deems the act in violation of the Student Conduct Code, the activities director, school principal and superintendent will meet and confer to determine the student's eligibility to participate in extracurricular activities until the court process has been concluded or finalized.

Determination of Guilt

Students are found in violation of the Student Conduct Code if:

- Issued a citation by law enforcement and/or referred to court
- Admits to a violation of the Student Conduct Code
- A determination of guilt is reached following an investigation by the Principal, an Assistant Principal, or the Activities Director.

Administration of Penalty/Appeal

- Penalties associated with violations of the Student Conduct Code will be administered as violations are determined.
- A letter that contains the violation of the Student Conduct Code and associated period of ineligibility will be delivered to the email address on file for the custodial parent(s) and student.
- Students may appeal decisions by school administration regarding the Student Conduct Code within five days of the delivery of the letter. All appeals must be in writing and addressed to the Superintendent of Schools.
- Students may appeal decisions by the Superintendent regarding the Student Conduct Code within five days of the delivery of this letter. Final appeals must be in writing and addressed to the Superintendent of Schools. These final appeals will be considered by the Southeast Polk Board of Education.
- Please note that an appeal by a student will not stay the operation of the discipline imposed while the appeal is pending.

General Points Related to the Suspension

- Students serving a Student Conduct Code penalty will not be dismissed from school early to travel with a team or group. It is at the discretion of the coach/sponsor as to whether that participant travels with the group if the departure is after normal dismissal.
- Students serving a Student Conduct Code penalty will not be permitted to "dress out" for contests/events/activities.

- Students serving a Student Conduct Code penalty are expected to attend all practices and finish the season in good standing (as determined by the activities director). Failure to do so will result in the suspension being carried over to the next activity.
- Students unable to serve their suspension completely in one activity due to the end of that activity will have their suspension prorated in a consistent manner between activities.
- Students that are academically ineligible and violate the Student Conduct Code will serve their suspension upon regaining their academic eligibility.
- Students found in violation of the Student Conduct Code may not register for a new activity after the state-mandated/district-defined start date.

Appendix B: Volunteers/Chaperones

All individuals wishing to volunteer with a school team or activity must first pass a background check. Contact the Activities Department for information regarding how to complete the background check form online at least 3 business days prior to the anticipated start date. Background checks are valid for five years.

Appendix C: Student Field Trips and Excursions Regulation

A student's parent or guardian shall be made aware in advance of any field trip which is sponsored by the school or any field trip or extracurricular activity which is authorized as an exception to the general board policy.

The board neither encourages nor discourages students from participating in such things as diving camp, drill team camp, "Y" camp, basketball camps, football camps, etc. However, the school district shall not sponsor, subsidize or assume any liability or responsibility for any individual or group participating in such activity unless it has been authorized, approved and sponsored by the district by the approval of the superintendent, his designee or the board in accordance with this policy.

Appendix D: Sponsor, Coach, & Organization Assessment Forms

ASSISTANT ACTIVITY SPONSOR PERSONAL PERFORMANCE ASSESSMENT
View this form at
https://docs.google.com/document/d/1oL3-2YxI9xmaL4X8QHT7lDs-I_W-_J5CQhSkCG1MYC8/edit?usp=sharing

PERSONAL PERFORMANCE ASSESSMENT for ATHLETIC COACHES
View this form at
https://docs.google.com/document/d/1qTI8lQWGW62HJeDCpOOi1T8VU6UTLZhP3eG54rrGsp4/edit?usp=sharing

PERSONAL PERFORMANCE ASSESSMENT for FINE ARTS, CLUBS, & ORGANIZATIONS
View this form at
https://docs.google.com/document/d/108E_RC46qv-cQ95T-3zsvc0G8o8iVQ6WvB-kOnJhU7Y/edit?usp=sharing

Appendix E: Out of State Travel Information Form

Out of State Information Form

Code No. 606.7R1 – In general, the board will not sponsor, subsidize or approve any trip or excursion (or extracurricular trip) outside of the state of Iowa. Exceptions to this out-of-state policy may be granted only (1) by application to the board, or (2) if the approved activity related to those programs which are at least partially reimbursed by the state or federal funds, with the approval of the superintendent or his designee.

Classes and extracurricular organizations desiring approval of a field trip or extracurricular trip, which is not generally authorized under the terms of this policy, may request that the board approve and authorize such a trip. A request for exceptional approval must be made to the board, in writing, by the sponsor of such activity. Such request shall be delivered to the superintendent in ample time prior to the board meeting at which the request will be considered for the board to fully review the request prior to acting thereon.

Date(s) of trip: _____Number of Students: _____ Location: _____

Date of departure: _____ Depart Time: _____ Location: _____

Arrival Date: _____ Est Arrival Time: _____ Location: _____

Head Sponsor: _____

Contact #s: _____

The educational reason(s) of the trip, including those reason which are of such an overriding nature as to receive special consideration:

_____

_____

The qualifications, if any, which any student must meet in order to participate in the proposed activity and trip:

_____

_____

The estimated cost of the trip, itemized in detail including est cost of food, travel, lodging, special equipment, etc).

_____

_____

_____

_____

Please describe how the trip will be funded (generally without expense to the school district):

_____

_____

_____

How will the group assure that all qualifying students who desire to participate in the trip be financially able to participate:

_____

_____

Lodging information which includes name, complete address, phone number:

_____

_____

_____

The name(s) of chaperone(s) who will accompany student on the proposed trip and compensation, if any, which each chaperone will receive:

_____

_____

_____

_____

Attachments: A complete itinerary of the proposed trip, additional information as the group or sponsor deems beneficial to assist the board in its decision and such other information the superintendent may request from the requesting group or organization.

If trip is approved, each student will be required to complete the Trip Behavior Expectations Contract, Travel Release and Medical/Health Information Forms. All forms must be signed by the parent/guardian prior to departure date.

Appendix F: Travel Release Form

SOUTHEAST POLK MIDDLE/JUNIOR/SENIOR HIGH SCHOOL
Performance/Contest Travel Release

Click here for a fillable version of this form.

School Board Policy Code No. 712.3
"Students, who are provided transportation in school district transportation vehicles for extracurricular events, shall ride both to and from the event in the school vehicle unless arrangements have been made with the activity supervisor prior to the event. If prior approval is granted, with written parental permission, students may drive to and from events. A student's parent may personally appear and request to transport the student home from a school sponsored event in which the student traveled to the event on a school district transportation vehicle. The student will only be released to parental transportation."

Date: _____

This is to certify that _____ has my permission to ride
(Student's Name)

(to from both) the _____ contest/performance at
(circle one) (Type of Activity)

_____ on _____, 20_____.
(Location of Activity/Contest) (Date of Activity)

I certify that I am personally transporting the above-named student, or am granting permission to the following person to arrange transportation.

Name of Person Transporting Student: _____

Reason for not riding the bus**: _____

_____

**Reason must be sufficiently urgent to family needs to justify not riding the bus.

I agree to release the Southeast School District and its employees and officers from all liability with reference to the above-stated transportation.

This form must be in possession of the coach/ sponsor/ director, prior to departure from Southeast Polk Middle/Junior/Senior High School on the day of the contest/performance.

_____ _____
Signature of Parent or Guardian Signature of Head Coach/Director

_____
Signature of Activities Director

rev. 7/2024

Appendix G: Protocol for Purchase Orders & Credit Cards

Protocol for Purchase Orders:

1. Let the Activities Director know what you want to purchase.

2. Complete the "Request for Purchase" paperwork and return it to the Activities Office. Remember to indicate who will be ordering the item(s).

3. After the Activities Director signs the request, the activities office or main office staff will submit the request for a PO #

4. AFTER the PO # is assigned, you (or the office) may place the order.

5. When the item(s) is received, check the packing slip for accuracy and get the packing slip to the Activities Office with "OK to pay" and your signature.

6. We get most of the invoices but if you should get the invoice, then send it to the activities or main office administrative assistant so we can pay in a timely fashion.

Protocol for Using School Credit Card:

1. Notify the Activities Office of your need for the credit card at least 1 week in advance.

2. The activities Office will provide you with a Credit Card Request form. Complete the form and return it to the Activities Office for the Activities Director's signature.

3. Take the Credit Card Request form paperwork to the District Office and check out the credit card from the Accounts Payable administrator.

4. When done using the credit card, return it and the receipts to accounts payable.